

Collaborative HIPAA Implementation Project (CHIP)
Workgroup Meeting
February 06, 2002

MEETING MINUTES

1. INTRODUCTIONS REVIEW AGENDA

Introductions – Sign-in Sheet.

Representatives Name	County or State Department
Barry Hall	Alameda
Donna Haddad	ADP
Duane Henderson	Butte
Kathy Kuntz	Butte
Dave Hartson	DMH-IT
Bernie Schult	DMH-IT
Gary Renslo	DMH-IT
John Glabas	DMH-IT
Ken McKinstry	DMH-IT
Patricia Preciado	DMH-IT
Vicky Lawson	DMH-IT
Sara Gilb	DMH-Statistics & Data Analysis
Erika Cristo	DMH-Systems Implementation Support
Chuck McCartney	Kern
John Campbell	LA
Marsha West	Merced
Scott DeMoss	Merced
Doug Hawker	Napa
Eric Swan	Napa
Maria J. Barteaux	San Francisco
Nan Dame	San Francisco

Remote Phone Access:

Representatives Name	County or Office
Dennis Louis	Stanislaus
Leslie Axtell	San Luis Obispo

Agenda Changes:

Local Codes: Sara Gilb gave an update on the code status. She expects that the code sets will be set up within a couple of months. There was discussion about the need to move forward with the already agreed upon codes.

[Action Item:] Dave Hartson will invite Stan Johnson to join the workgroup at the next meeting (April 2, 2002), to discuss this subject in more detail.

[Action Item:] Duane, Sara, Scott, and John Campbell will prepare all issues brought up by counties regarding the Local Codes for submittal to Stan Johnson.

[Workgroup Conclusion:] This subject was scheduled for further discussion with Stan Johnson (April 2, 2002).

L.A. County's Project Plan: John Campbell provided the group with an in depth discussion regarding LA's County's HIPAA project documents.

[Action Item:] It was suggested that we create a link to LA County's documents as models of HIPAA preparation.

Project Managers Status Report:

- **Charter:** Still going around for signatures.

[Action Item:] Dave Hartson will facilitate the completion of signatures for the workgroup's Charter by the next meeting (April 2, 2002).

- **Kick Off Letter:** The CMHDA letter was sent out to counties and the response seems favorable. The hope is, that the letter will culminate the favorable support and participation required for this workgroup to continue effectively.

2. Status Report on Various Meetings Held

- **ADP Support:** Gary Renslo and Dave Hartson had a meeting ADP to organize support from their department. ADP was very receptive and supportive to participate with the workgroup.
- ADP offered two of their ADP county liaisons to participate in the workgroup. Chuck Deutschman from Contra-Costa & Connie Moreno-Peraza from Contra-Costa. Welcome!

3. Compliance Plan

- A summary of the HR3323 bill was provided for the meeting. Discussions followed:

All counties are responsible for preparing their own compliance plan to the federal DHHS to apply for the one-year extension.

DHHS will be providing the details of the 'model' form and submission procedures to be available by March 31, 2002. The compliance plan can be submitted electronically.

For more information you can visit the American Hospital Association web site at: www.aha.org

[Workgroup Conclusion:] This issue will be deferred for further discussion until after March 31st, when DHHS makes the model and procedures available for electronic submittal.

4. Workflow

The workflow diagram was discussed and changes were made.

[Action Item:] Dave will coordinate changes that were suggested to the 'workflow diagram' by the workgroup.

5. Project Schedule Review

- Some members were not able to view workgroup documents sent via e-mail due to software conflict (e.g. Visio and MS Project versions).

[Action Item:] Dave will start updating the DMH web site with viewable versions of all documents.

6. Project Schedule

- At this time work on the schedule is in progress.

[Action Item:] Gary will provide a project schedule progress update at the next meeting scheduled for April 2, 2002.

The workgroup was in consensus to begin the "initial assessment" of DMH Information Technology (I.T.) systems.

It was noted that a lot of productive work has gone in to "mapping" of the Short Doyle Medi-Cal System by a previous workgroup and contractor.

[Workgroup Conclusion:] The project strategy to completing the work ahead is to divide tasks into smaller components and create teams (sub-workgroups) that can guide the workgroup to implementation.

[Workgroup Conclusion:] The CHIP workgroup was in consensus that these prior efforts must be continued.

[Action Item:] Create a sub-workgroup Team to do the 'initial assessment' of the DMH I.T. systems. Develop a timeline. Make a template, and matrix. Then we will do some mapping and code sets. The first deliverable will be a draft assessment to be evaluated as a group.

Team Leader: Kathy Kuntz.

Team: Sara Gilb, Maria J. Barteaux, Nan Dame, Teri Williams, Erika Cristo, and ADP staff.

Time Line: By the next meeting April 2, 2002, a DRAFT of the initial assessment should be completed.

[Action Item:] Kathy will arrange the first meeting for the initial assessment evaluation team.

[Action Item:] Sara will locate any documentation of earlier work regarding the initial assessment template and covered entities.

[Action Item:] Donna Haddad (ADP) will coordinate with the ADP County Liaison to request their presence and participation at the next CHIP Workgroup Meeting.

7. NEXT MEETING

- Next meeting , originally scheduled for March 1, 2002, was rescheduled for April 2, 2002. CMHDA Building, 2030 "J" St., Sacramento.

For questions contact Dave Hartson at (916) 654-6272 or dhartson@dmhhq.state.ca.us